

DATE: 7/03/2013

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00107277

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

BUYER: SDuffy@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 8/08/2013 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well compliance with the Jefferson Parish Code of Ordinances, including but not limited to Resolution No. 113646 and/or Resolution No. 113647.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. All formal Addenda require written acknowledgement by the bidder. Failure to acknowledge an Addendum shall cause the bid to be rejected; JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

E. RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

F. POSTING OF BIDS: Bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA and will remain posted until close of respective bids.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

VENDORS WILL BE REQUIRED TO SUBMIT AN E-VERIFY AFFIDAVIT WITH ALL PUBLIC WORKS BIDS ONLY. In accordance with applicable laws, vendors contracting with Jefferson Parish must submit an affidavit attesting to their participation in a status verification system to ensure that all employees in the state of LA are legal citizens or legal aliens of the United States.

LOW BIDDER MUST SUBMIT AFFIDAVIT WITHIN 10 DAYS AFTER BID OPENING. FAILURE TO COMPLY WILL RESULT IN BID REJECTION. JEFFERSON PARISH RESERVES THE RIGHT TO AWARD TO THE NEXT LOWEST RESPONSIVE and RESPONSIBLE BIDDER IN THIS EVENT.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This Electronic Procurement System allows vendors the convenience of entering and submitting their pricing online. This is a secure site and authorized personnel have limited read access only. Please note requirements contained in this bid package for electronic bid submission.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Vendor Forms and Manuals.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

1,3,4,5,6,8,10,11,13,15

**PRE-BID CONFERENCE TO BE HELD AT: 200 DERBIGNY ST., STE. 3503/3506, GRETNA
10:00 A.M.
ON 7/10/2013**

******MANDATORY PRE-BID CONFERENCE******

1. All bidders must attend the pre-bid conference; attendance is mandatory. Failure to attend will prohibit a company from turning in a bid.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the vendor comment section of the bid form. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. Bid must be accompanied by bid security in the form of a certified check, cashier's check, money order, or bid bond in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Failure to comply will cause your bid to be non-responsive. If submitting bid electronically, then a copy of the bid security must be submitted; the original format is due within 10 days after bid opening. Failure to comply will cause your bid to be non-responsive.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations or warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Notarized Affidavits required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. All affidavits must be submitted in their original format.
15. NON PUBLIC WORK BIDS - Completed, Signed and Notarized Affidavits required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana , Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.All affidavits must be submitted in their original format.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder acknowledges receipt of an addendum on the bid form by entering the number that has been assigned to the addendum and entering date of receipt. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____ DATE: _____

NUMBER: _____ DATE: _____

NUMBER: _____ DATE: _____

NUMBER: _____ DATE: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED
SIGNATURE: _____

Printed Name

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00107277

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	830	ACRE	TWO YEAR SUPPLY OF HERBICIDES, LABOR AND EQUIPMENT FOR SMOOTH AND ROUGH MEDIAN/ROADSIDE HERBICIDES SPRAYING CONTRACT FOR JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS - PARKWAYS 0010 JANUARY APPLICATION USING HERBICIDES PROVIDED IN BID PACKET SMOOTH AREAS (MEDIAN AND ROADSIDE)		
2	830	ACRE	0020 APRIL APPLICATION USING HERBICIDES PROVIDED IN BID PACKET SMOOTH AREAS (MEDIAN AND ROADSIDE)		
3	830	ACRE	0030 JULY APPLICATION USING HERBICIDES PROVIDED IN BID PACKET SMOOTH AREAS (MEDIAN AND ROADSIDE)		
4	830	ACRE	0040 SEPTEMBER APPLICATION USING HERBICIDES PROVIDED IN BID PACKET SMOOTH AREAS (MEDIAN AND ROADSIDE)		
5	690	ACRE	0050 MARCH APPLICATION USING HERBICIDES PROVIDED IN BID PACKET ROUGH AREAS (FLAT AND SLOPE)		
6	690	ACRE	0060 JUNE APPLICATION USING HERBICIDES PROVIDED IN BID PACKET ROUGH AREAS (FLAT AND SLOPE)		
7	690	ACRE	0070 SEPTEMBER APPLICATION USING HERBICIDES PROVIDED IN BID PACKET ROUGH AREAS (FLAT AND SLOPE)		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00107277

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
8	10	ACRE	0080 OPTIONAL APPLICATION I		
9	10	ACRE	0090 OPTIONAL APPLICATION II		
			<p>FOR QUESTIONS RELATED TO BID ITEMS, PLEASE CONTACT LANCE STANSBERRY OR DON COLE AT 349-5829.</p> <p>PLEASE SEE ATTACHED SPECIFICATIONS</p> <p>***MANDATORY PRE-BID CONFERENCE*** JEFFERSON PARISH GENERAL GOVERNMENT BUILDING 200 DERBIGNY STREET, SUITE 3503/3506 GRETNA, LA 70053</p>		

HERBICIDE SPRAYING

Two (2) year supply of herbicides, labor and equipment for smooth and rough median/roadside herbicides spraying contract for the Jefferson Parish Department of Public Works - Parkways and all Jefferson Parish agencies and municipalities.

SURETY BID BOND: A 5% bid bond is required.

PERFORMANCE BOND: A performance bond in the amount of 100% of contract total cost is required.

MANDATORY PRE-BID CONFERENCE:

A PRE-BID CONFERENCE will be held at 10:00 A.M. on JULY 10, 2013 in the JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, Suite 3503/3506, 200 DERBIGNY STREET, GRETNA, LA 70053.

GENERAL INFORMATION:

Bidders are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.

It is up to the bidders to make sure that all the information requested is returned.

INTENT:

It is the intent of the Parish of Jefferson to solicit bids for the management of vegetation on parish medians and roadsides.

TERM OF CONTRACT:

The contract shall be for two (2) years. The contract shall commence on the later date of 10/25/2013 or the actual date of contract execution

QUALIFICATION OF PROSPECTIVE VENDORS:

BID REQUIREMENTS:

Attachments A, B, C, D, E, and F must be submitted with the bid. Failure to submit the required information will result in rejection of the bid.

All bidders shall possess all other licenses and/or permits required by applicable law, rule or regulation for the performance of the work.

LICENSES:

Louisiana Department of Agriculture Business License.

Commercial Pesticide Applicator License for rights-of-ways for each supervisor.

Commercial Pesticide Applicator License for rights-of-ways for each applicator.

(Provide copy of all required license and permits)

EXPERIENCE:

Contractor must have the resources and capabilities to meet the expectations of this contract. The contractor shall not put an undue hardship on Jefferson Parish Staff due to lack of experience. An undue hardship is defined as to avoid an unreasonable or disproportionate burden or obstacle.

Briefly describe each project, including size and quantities and include project location, name, address and phone numbers of project owners, date of completion and whether any of the projects involved claims, disputes or litigation by or against the contractor. *Please see Attachment A.*

Contractor will perform one hundred percent of the work with forces and equipment under contractor's direct supervision and control and not that of subcontractors or other parties. Proof of above experience shall be included with your bid. Failure to include this information may result in rejection of bid.

SCOPE OF WORK:

Contractor shall furnish all herbicides, equipment, personnel, qualified supervision and insurance to provide vegetation management services to various locations within the parish medians and roadsides.

Vegetation is defined as broad leafed and grassy weeds, vines and brush. Elimination of undesirable vegetation growing in designated areas controlled to release low growing grasses such as bermuda and centipede.

- Smooth and Rough Program/Herbicides
 - See Attachment (A) Bid Requirements
 - See Attachment (B) Personnel Staffing
 - See Attachment (C) Bidder Reviewed All Sites
 - See Attachments (D) Rough Spraying Program
 - See Attachment (E) Smooth Spraying Program
 - See Attachment (F) Herbicide List for Spraying Program

INSPECTION OF WORK:

The contractor shall be required to inspect each area prior to application for the location of any livestock along with any desirable vegetation such as gardens, landscaped lawns or tree orchards adjacent to the treated areas. Prior to each application, the contractor shall provide the Parkways Department with a list of locations to be skipped, address, telephone number and reason for skipping the particular location. The contractor shall control his operations in order to avoid damage to these areas and shall be responsible for any and all damages.

No later than 30 calendar days after, but not earlier than ten (10) working days after the completion of each application, a joint inspection by representatives of the contractor and the Parish of Jefferson shall be made to determine the effectiveness of herbicide treatment.

Inspection findings shall be documented and signed by both representatives and will be utilized to support request for payment to the contractor for satisfactory completion of services.

In all cases where the kill is not totally effective, follow-up treatments will be applied as required at no expense to the Parish of Jefferson. A subsequent inspection of areas which receive spot treatment shall be conducted to determine effectiveness of the treatment for further payment.

95% control of treated areas. Any missed areas observed, contractor will have to return back to site to treat.

FREQUENCY OF WORK:

The contractors will be required to treat all turf areas as needed during the contract period as per the following schedule unless changed by the Parkways Department.

Spot treatment – as required within thirty (30) calendar days following completion of the first treatment when necessary to secure effective kill as required by these specifications.

In lieu of detailed routes schedules for treatment, the contractor will in coordination with the Parkways Department, will develop a schedule that is mutually agreeable to both. In the event of disagreement, the schedule of the Parkways Department will be adhered to by the contractor.

Herbicide application will not be performed when weather, wind and/or temperature would be adverse to safe, effective herbicide application.

CONTRACTORS REPORTS:

The contractor shall furnish the Parish of Jefferson through the Parkways Department with a daily treatment record including the following items:

- Name of area receiving herbicide application
- Weather conditions
- Name of applicator making treatments
- Equipment utilized

RESPONSIBILITY FOR PROPERTY DAMAGE:

The contractor shall be responsible for any damage caused by the use of herbicides, vehicles, or other equipment while engaged in this contract.

NOTICE TO CONTRACTORS:

All contractors are required to inspect each of the areas to receive herbicide treatment so as to familiarize themselves with all aspects of the work, prior to submitting their proposal. Mandatory ride through with Parkway Representative is required prior to bid date. Failure by contractor to personally walk and review the entire list of areas to be treated prior to the bid date will result in that prospective vendor's bid being rejected. As evidence that contractor has thoroughly reviewed each site, bidders are required to contact the Parish of Jefferson Parkways Department for an individual to accompany contractor as they review each site. Also, bidders must attach Attachment (C) confirming they did review all sites to their bid.

The work is to commence within ten (10) days from the date of notice to proceed.

The Parkways Department will verify the quantity of work completed and will perform a 100% inspection of all treated areas, not earlier than the (10) days from the actual date of treatment to confirm the treatment was effective. If treatment is not evident upon inspection, the contractor will be required to retreat the areas.

MINIMUM EQUIPMENT LIST:

1. Three (3) tractor type spray rigs equipped with GPS navigated boomless sprayer and computer controlled flow rate

OR

Three (3) UTV spray rigs equipped with GPS navigated boomless sprayer and hand spraying capabilities.

2. One (1) truck type roadside spray rig equipped with computer injections and a 1500+ gallon capacity tank.

Please provide your own equipment list to be used for this contract. Must provide the following:

- Vehicle Type
- Description of Vehicle
- Usage of Vehicle

Within 10 days of being notified by Jefferson Parish that the contractor is the apparent low bidder, contractor must provide Jefferson Parish with copies of registration certificates or lease agreements, or documentation verifying an open line of credit for equipment specified in the Minimum Equipment List of this contract. Failure to provide this documentation within 10 days may render the bid non-responsive, and Jefferson Parish may then award to the next lowest bidder meeting this requirement.

Contractors will be required at a minimum to include GPS navigated boomless sprayer and computer controlled flow rate components on all equipment.

Each application (smooth and rough) will be required to be complete within fourteen (14) days of scheduled start.

Jefferson Parish reserves the right to substitute chemicals for any application as long as agreed upon by the vendor and does not add any cost increase to either party.

Parish contact: Don Cole or Lance Stansberry, Parkways Department at: (504) 349-5800

**Non-Collusion
AFFIDAVIT**

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared, _____, (Affiant) who after being duly sworn, deposed and said that he/she is the fully authorized _____ of _____ (Entity), the party who submitted a Proposal/Contract/Bid/RFP/SOQ No. _____, to Jefferson Parish.

Affiant further said:

- (1) That Affiant has not and will not employ any person, either directly or indirectly, to secure the public contract under which he/she is to receive payment, other than persons regularly employed by the Affiant whose services, in connection with the project or in securing the public contract, are in the regular course of their duties for the Affiant; and
- (2) That no part of the contract price was paid or will be paid to any person for soliciting the contract, other than the payment of normal compensation to persons regularly employed by the Affiant whose services with the project are in the regular course of their duties for the Affiant.

Signature of Affiant

SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS _____
DAY OF _____, 20____.

NOTARY PUBLIC

**Campaign Contribution
AFFIDAVIT**

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized _____ of _____ (Entity), the party who submitted a Proposal/Contract/Bid/RFP/SOQ No. _____ (the Matter), to the Parish of Jefferson.

(Choose one of the following):

_____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to the current or former members of the Jefferson Parish Council or the Jefferson Parish President by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of the current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

_____ Affiant, Entity, and/or officers, directors and owners, including employees, owning 25% or more of the Entity, have made no campaign contributions made to the current or former members of the Jefferson Parish Council or the Jefferson Parish President during the two-year period preceding the date of this affidavit. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of the current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Affiant further stated, that Affiant will submit a new affidavit if any additional campaign contributions are made after the execution of this affidavit, but prior to the time the Jefferson Parish Council acts on the Matter.

Signature of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20__.

Notary Public

Jefferson Parish Code of Ordinance

Sec. 2-923. - Disclosure and approval of all subcontractors and persons receiving payments for all non-bid contracts.

- (a) All persons or firms who are under contract awarded on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts or who submit responses to any request for submittals to contract on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts must identify all subcontractors and persons, excluding full time employees of the firm, who would assist in providing services or materials under the contract or who would share in any fees, commissions or other remuneration under the contract. Each such subcontractor or person shall submit all documents and information required by this section. Substitutions or subsequent addition of subcontractors or other persons to the contract must be ratified by council resolution. The person or firm under contract shall provide to the council detailed justification of the need for any such additional subcontractor or person. With each invoice submitted, the person or firm holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior council approval by resolution. Failure to comply with this section shall result in penalties imposed upon the person or firm under contract as set forth in section 2-935.1 for professional service providers.
- (b) In addition, the person or firm contracting or proposing to contract with Jefferson Parish or with any of its agencies, divisions or special districts on a non-bid basis must submit prior to the ratification by the council of the contract or contract amendment:
 - (1) An affidavit attesting:
 - a. That the affiant has not and will not employ any person either directly or indirectly to secure the public contract under which he is to receive payment, other than persons regularly employed by the affiant whose service in connection with the provision or procuring of insurance under the contract or in securing the public contract are in the regular course of their duties for the affiant; and
 - b. That no part of the contract price was paid or will be paid to any person for soliciting the contract other than the payment of normal compensation to persons regularly employed by the affiant whose services with the project are in the regular course of their duties for the affiant; and
 - (2) An affidavit attesting to:
 - a. Any and all campaign contributions that the affiant has made to elected officials of the parish, whether still holding office at the time of the affidavit or not, during the two-year period immediately preceding the date the affidavit is signed, listing the date and amount of each contribution made to a Jefferson Parish Council member or Parish President; if any additional campaign contributions are made after the affidavit is executed, but prior to the time the council acts on the matter, an updated affidavit is required; for the purposes of this requirement, if the affidavit is submitted on behalf of a corporation, LLC or any other legal entity, then the affidavit must additionally report contributions made by officers, directors and owners, including employees, owning twenty-five (25) percent or more of the company; and
 - b. Any and all debts owed by the affiant to any elected or appointed official of the parish, and any and all debts owed by any elected or appointed official of the parish to the affiant; and attesting:
 - c. That the affiant has not made any contribution to or in support of elected officials of the parish through or in the name of another person or firm either directly or indirectly.
 - (3) Any affidavit required under state law.
- (c) For purposes of this Section, the terms "non-bid contract(s)", "contract(s) awarded on a non-bid basis" or "contract(s) on a non-bid basis" shall not include group purchasing contracts. For purposes of this section, "subcontractors" in contracts with insurance agents of record or for the provision of insurance for Jefferson Parish or for any of its agencies, divisions or special districts, including, but not limited to Jefferson Parish Hospital Service District No. 1 and Jefferson Parish Hospital Service District No. 2, shall include any person or firm who would assist in providing insurance under the contract or who would share in the commissions generated by the placement of insurance under the contract, excluding full time employees of the primary firm under contract. Notwithstanding any provision of this section to the contrary, however, nothing herein shall prohibit an insurance producer of record or agent from using the services of a wholesale broker for the placement of insurance coverage without prior approval of the use of said wholesale broker by the council, provided that the name of the wholesale broker and the amount of the broker's fee is disclosed on the invoice for

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Code of Ord., Jeff. Parish LA § 2-923-923.1

the placement of any insurance using the broker's services and that the risk management department provides a copy of said invoice to each member of the council within five (5) days of the department's receipt of the invoice.

- (d) Notwithstanding any other provision of this section to the contrary, submissions of subcontractor affidavits as required by this section for all non-bid contracts with Jefferson Parish Hospital Service District No. 1 and/or Jefferson Parish Hospital Service District No. 2 which are not subject to ratification or approval by the Jefferson Parish Council under applicable regulations and procedures shall be made to the hospital board or hospital administration or other appropriate agency which is authorized to approve the prime contract related to the proposed subcontract, and said agency shall be the proper and final authority to approve any such subcontract. In addition, for those contracts with the parish's hospital service districts which are not subject to ratification or approval by the Jefferson Parish Council, contractors shall not be required to acknowledge with the invoices submitted under such contracts that no subcontractors or other persons have been added to the contract without prior council approval by resolution.

Sec. 2-923.1. - Disclosure and approval of all subcontractors and persons receiving payments for bid contracts.

- (a) All non-collusion affidavits, affidavits of fee disposition and campaign disclosure forms or other similar attachment, required to be provided with any bid, request for proposal, or statement of qualification, if not elsewhere required to be provided earlier, must be provided to the parish at least nine (9) days before the Jefferson Parish Council meeting at which the matter triggering the requirement of the submittal is to be considered by the council, unless a council member approves the resolution or ordinance for the addendum agenda, in which case the required attachments must be with the posting to the addendum agenda.
- (b) The parish department which initiated the request for such submittal shall be responsible for reviewing the submittals and coordinating with the parish EIS department to have the non-collusion affidavits, affidavits of fee disposition, campaign disclosure forms, or other similar attachment, posted on the parish web site at a link no later than the Monday before the council meeting at which the matter is to be considered by the council, unless a council member approves the resolution for the addendum agenda, in which case the required attachments must be with the posting to the addendum agenda.
- (c) In order to facilitate this, all required affidavits and disclosures must be attached to any legislation which is routed for approval to be included on the council agenda. For the purposes of this routing requirement as it applies to RFP's, all affidavits received must be attached; the fact that some may have not been provided by the proposer will be reported to the council by the evaluation committee.

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647 (replaces 105529 and 105530)

The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and Resolution No. 113646 or No. 113647.

WORKER'S COMPENSATION INSURANCE

As required by Louisiana Revised Statute, exception; Employer's Liability, Section B shall be \$1,000,000.00 per occurrence when work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act; otherwise, this limit shall be no less than \$500,000.00 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits no less than the following: \$1,000,000.00 Combined Single Limit per occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible greater than \$10,000.00. The cost of the deductible is to be borne by the contractor.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess coverage may be used to meet minimum requirements.

CONSTRUCTION AND RENOVATION PROJECTS REQUIRE THE FOLLOWING:

OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

NOTE: "The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council shall be listed as the policy holder. Additionally, the department requesting the good/service shall be listed along with the resolution number if applicable and the bid number.